

**Saratoga County Soil & Water Conservation District**  
Zoom Meeting  
**Minutes of Organizational Meeting 01/20/2021**

**In Attendance:**

**District Directors:**

Victoria Garlanda – At Large  
Joe Grasso – Legislator  
Jennifer Koval – At Large Farmer  
Jay Matthews – At Large Farmer  
Donald Monica – Chairman  
Darren O'Connor – Legislator  
Steven Ropitzky – Vice Chairman

**District Staff:**

Lewis, Dustin – District Manager  
McCarthy, Shannon – Office Manager  
Monica, Scott – Senior Field Technician  
Dan Palemire – Field Technician

Regrets: Kate Girard

Meeting called to order at 3:05pm by Chairman D. Monica

**1. Annual Meeting:**

**a. Appointments and Elections:**

- i. The Saratoga County Board of Supervisors reappointed Director Darren O'Connor and appointed Director Joe Grasso as supervisor representatives to the District board for 2021. Koval and Matthews were also reappointed to the District board for another term.
- ii. Elections – A **motion** was made by Garlanda, seconded by Koval, carried unanimously, to elect Ropitzky as Chairman.
- iii. A **motion** was made by Garlanda, seconded by Koval, carried unanimously, to elect Monica as Vice Chairman.
- iv. A **motion** was made by O'Connor, seconded by Garlanda, carried unanimously, to elect McCarthy as Secretary/Treasurer.

**b. Official Paper/Official Bank/Mileage Rate/Meeting Dates and Time: A **motion** was made by Garlanda, seconded by O'Connor, carried unanimously to have:**

- i. The Saratogian as the official newspaper for 2021
- ii. Ballston Spa National Bank as the official bank for 2021
- iii. \$0.56 per mile for mileage reimbursement for 2021
- iv. The 3<sup>rd</sup> Wednesday of every month as the meeting dates and 3:00pm as the meeting time for 2021.

**2. Minutes of December 2020 Meeting: **Motion** to approve by O'Connor, seconded by Koval, Grasso and D. Monica abstained, all other approved, motion carried.**

**3. December 2020 Financial Reports:**

- a. **Receipts/Disbursements Report, Budget vs Actual Report and Vouchers: (Attachment A, B & C)** **Motion** to approve made by D. Monica, seconded by Matthews, carried unanimously.

**4. Field Report: (Attachment D)**

**5. Cooperating Agency Reports:**

- a. **NRCS:** No report.
- b. **FSA:** Report emailed to all.
- c. **RC&D:** No report.
- d. **NYSSWCC:** Monthly reported distributed to all by email. Lewis stated he was notified that EPF will be funded, increase of \$1 million to Districts.
- e. **NYACD:** No report.
- f. **CCE:** No report.



## ATTACHMENT B:

BUDGET TO ACTUAL REPORT				
DECEMBER 2020				
	BUDGET 2020	ACTUAL NOV. 2020	ACTUAL DEC. 2020	ACTUAL JAN - NOV 2020
<b>RECEIPTS</b>				
District Tree & Shrub Program	\$40,000.00			\$35,247.14
Fish Stocking Program Sales	\$3,000.00			\$449.56
Interest	\$100.00	\$6.19	\$3.04	\$79.91
Sales	\$775.00		\$28.04	\$5,130.26
Sale of Equipment	\$28,000.00			\$76,400.00
Gifts and Donations	\$0.00			\$0.00
Ag Value - Soil Group Worksheet	\$1,000.00			\$1,800.00
Sales Tax Credit	\$0.00			\$36.70
Fees	\$7,500.00	\$675.00	\$290.00	\$8,536.50
County Appropriation	\$125,886.60		\$31,471.50	\$125,886.00
State Grants	\$50,000.00			\$190,752.20
State Reimbursements	\$166,000.00		\$6,000.00	\$6,000.00
Federal Grants/Reimbursements	\$0.00			\$12,237.28
Sales Tax Received	\$1,000.00		\$1.96	\$603.07
NYS Retirement Holding	\$0.00			\$136.02
<b>TOTAL RECEIPTS</b>	<b>\$423,261.60</b>	<b>\$681.19</b>	<b>\$37,794.54</b>	<b>\$463,294.64</b>
<b>DISBURSEMENTS</b>				
Directors Per Diem for Meetings	\$1,200.00		\$180.00	\$1,000.00
Office Manager	\$38,742.63	\$2,969.40	\$5,047.98	\$38,899.14
District Manager	\$64,754.73	\$4,961.60	\$8,434.72	\$64,996.96
Field Technician (Senior)	\$49,041.06	\$3,757.60	\$6,387.92	\$49,224.56
Field Technician	\$39,445.66	\$3,022.60	\$5,138.42	\$39,596.06
Furniture and Fixtures	\$0.00			\$0.00
Office Equipment	\$3,000.00			\$0.00
Motor Vehicle Equipment	\$35,000.00	\$36,686.52		\$37,156.72
Field Equipment	\$2,000.00	\$430.10		\$672.86
District Trees Expenses	\$30,000.00			\$25,232.01
Fish & Pond Stocking	\$2,500.00			\$308.50
Flags and Stakes	\$0.00			\$0.00
Conservation Practice Supplies	\$750.00	\$131.25	\$125.00	\$2,109.14
WQCC	\$0.00			\$0.00
Directors Travel/Training	\$1,000.00		\$72.11	\$434.72
Employees Travel/Training	\$3,500.00		\$100.00	\$1,729.66
Telephone/Internet	\$3,200.00	\$120.00	\$979.64	\$3,354.63
Office Supplies	\$3,000.00	\$125.83	\$183.11	\$1,517.78
Meeting Expenses	\$750.00			\$78.00
Educational Expenses	\$750.00			\$256.74
Auto/Field/Liability Insurance	\$4,500.00			\$4,676.18
Workers' Compensation/Disability Insurance	\$3,500.00			\$2,501.88
State, National Dues	\$1,500.00			\$0.00
State Fair	\$100.00			\$100.00
Postage	\$1,000.00		\$39.70	\$246.55
Bird Item Expenses	\$750.00			\$601.00
Credit Card Fees	\$1,000.00		\$1.20	\$891.19
Part C Project Materials	\$20,000.00		\$2,647.59	\$13,266.45
Repairs to Truck & Field Equipment	\$2,250.00			\$0.00
Gas & Oil	\$2,500.00		\$434.08	\$1,816.91
Health Insurance	\$56,727.52	\$4,930.41	\$4,817.78	\$55,021.28
Retirement Benefits	\$35,000.00		\$27,169.00	\$27,169.00
Employer Share FICA/Medicare	\$15,000.00	\$1,060.13	\$1,860.62	\$14,285.11
Sales Tax Disbursement	\$800.00			\$734.88
NYS Retirement Holding	\$0.00			\$136.02
<b>TOTAL DISBURSEMENTS</b>	<b>\$423,261.60</b>	<b>\$58,195.44</b>	<b>\$63,618.87</b>	<b>\$388,013.93</b>
<b>NET TOTAL</b>	<b>(\$0.00)</b>	<b>(\$57,514.25)</b>	<b>(\$25,824.33)</b>	<b>\$75,280.71</b>

## ATTACHMENT C:

2021 MEETING VOUCHERS - JANUARY								
ACCOUNT #	PAYEE	EXPLANATION	AMOUNT	DATE PAID	CHECK #	AMOUNT PAID	BALANCE DUE	
General 1	Saratoga County Self Insurance	Workers Comp - 2021	\$2,517.71	01/21/21	10173	\$2,517.71	\$0.00	
General 2	The Hartford	Disability Insurance: Oct - Dec 2020	\$31.14	01/14/21	10172	\$31.14	\$0.00	
General 3	Alpha Nurseries	T&S 2021: 25% Deposit	\$764.14	01/21/21	10175	\$764.14	\$0.00	
General 4	A. G. Ammon Nursery	T&S 2021: 25% Deposit	\$1,106.00	01/21/21	10174	\$1,106.00	\$0.00	
General 5	Meadowview Tree Nursery	T&S 2021: 25% Deposit	\$981.50	01/21/21	10176	\$981.50	\$0.00	
General 6	Pikes Peak Nursery	T&S 2021: 25% Deposit	\$1,267.50	01/21/21	10177	\$1,267.50	\$0.00	
General 7	Vermont Wildflower Farm	T&S 2021 Order	\$636.20	01/21/21	10178	\$636.20	\$0.00	
General 8	Vernon Barnes & Son Nursery	T&S 2021: 30% Deposit	\$360.00	01/21/21	10179	\$360.00	\$0.00	
General 9	De Lage Fianancial	Copier Lease: Jan. 2021	\$125.00	01/21/21	10180	\$125.00	\$0.00	
General 10	Blueshield of NENY	Health/Dental: Jan. 2021	\$5,685.29	01/12/21	10171	\$5,685.29	\$0.00	
General 11	Bank of America (Dustin's Card)	Monthly Payroll Fee	\$14.00				\$14.00	
General 12	Bank of America (Scott's Card)	Part C Materials	\$514.99				\$514.99	
Roadside 13	Hamilton County SWCD	Roadside Erosion Grant: 4th Quarter 2020	\$29,031.20				\$29,031.20	
Roadside 14	Warren County SWCD	Roadside Erosion Grant: 4th Quarter 2020	\$6,546.00				\$6,546.00	
General 15	Staples	Office Supplies	\$533.75				\$533.75	
General 16	Saratoga County Gas Account	Gasoline: December 2020	\$88.64	01/21/21	10181	\$88.64	\$0.00	
		<b>TOTAL VOUCHERS</b>	<b>\$50,203.06</b>			<b>TOTAL DUE</b>	<b>\$36,639.94</b>	
		<b>Bills to be Paid Before Next Board Meeting:</b>						
General	Blue Shield of NENY	Health Insurance - February 2021	\$5,685.29					
		<b>TOTAL</b>	<b>\$5,685.29</b>					

## ATTACHMENT D:

### January 2021 Field Report

- Continued work on Welcome Stock Farm CAFO close out
- Continued work on Koval Brothers Dairy CAFO close out
- AEM – AEM strategic plan
- AEM – Cover crop payments
- Completed 10 soil group worksheets
- Moreau Culvert replacement Permit paperwork (Moreau)
- Tree and shrub preparation

## **ATTACHMENT E:**

### **CORRESPONDENCE - Saratoga County SWCD** **January 20, 2021**

#### **E-Mailed:**

- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Recording of NYS Archives Webinar: What About That Room? Maintaining an Inactive Records Storage Area
- NACD Forestry Notes – 12/17/2020
- Livingston Newsletter
- Conservation Clips – 12/18/2020
- National Conservation Planning Partnership (NCP) Update – 12/18/2020
- CDEA News needs your news
- Empire Chapter Soil and Water Conservation Society 2021 Annual Meeting
- Kristin's New Email
- eResource - 12/2/2020
- Happy Holidays from Comptroller DiNapoli
- January CDEA News needs YOUR news
- Suffolk SWCD Year in Review 2020
- Seneca Keuka Watershed Partnership Newsletter: December Issue
- Cover Crops & Market Gardens Workshop Jan 14
- Happy New Year from State Comptroller DiNapoli
- Happy New Year! - Department of Agriculture and Markets
- Delaware County SWCD Annual Newsletter
- Your January Monthly Harvest is here
- DiNapoli Releases Report on Ethics Oversight in Local Governments
- Essex County SWCD 2020 Newsletter
- An Update from State Comptroller DiNapoli: NY's Economy & Finances in the COVID-19 Era
- Conservation Clips – 01/08/2021
- NACD TA2021 Priority Requests are now OPEN!!
- New York USDA Service Centers - Change in Office Operations
- DiNapoli Reflects on 2020, Urges New Yorkers to Keep Track of Gift Cards
- Water Quality Symposium
- SWCC December 15th Meeting Minutes
- eResource - 01/12/2020
- Montgomery County Newsletter- 2021
- Hamilton County SWCD accomplishments and infographic
- Conservation Clips – 01/15/2021
- CDEA-Updates Needed
- DiNapoli Remembers Dr. Martin Luther King, Jr. and His Legacy
- NYS CDEA Zoom Meeting- Jan 28th 10 AM
- Chemung County SWCD District Manager Job Announcement
- January 2020 SWCC Report
- eResource – 01/19/2021